

TUBA CITY REGIONAL HEALTH CARE CORPORATION (TCRHCC)
Job Description

APPLICATIONS SPECIALIST

Date:	December 11, 2008	Department:	Information Services
Reports to:	IS Operations Manager	FLSA:	Non Exempt
Human Resources Review:		Approved by:	

Signature	Date	Signature	Date
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POSITION SUMMARY

The IS Applications Specialist is to ensure the stability, integrity, and efficient operation of the in-house HMS and software systems that support core organizational functions. This is achieved by providing the knowledge and leadership necessary to ensure that enterprise level IT initiatives and systems, particularly HMS properly support the mission and goals of TCRHCC.

QUALIFICATIONS

MINIMUM MANDATORY QUALIFICATIONS

Education:

Bachelor's degree in Computer Science, and/or As400 Operating systems experience.

Experience:

A minimum of five (5) years of demonstrated experience in overseeing the analysis, design, development and/or implementation of mission-critical software systems, upgrades, patches, and related requirements.

Technical Skills:

Extensive application support experience with HMS or similar healthcare electronic medical record systems.

Proven experience with systems planning, security principals, and general software management best practices.

Working technical knowledge of current software protocols and internet standards.

Significant experience in identifying and implementing systems initiatives that improve hospital productivity – relative experience with inpatient and outpatient clinical solutions desired.

Demonstrated ability to stay current with state-of-the-art technology and ability to research systems issues and products as required.

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Other Skills and Abilities:

A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers. All employment references must address and indicate success in each one of the following areas:

- Positive working relationships with others
- Possession of high ethical standards and no history of complaints

- Reliable and dependable; reports to work as scheduled without excessive absences.
- Possession of high degree of integrity and influence with ability to contribute effectively as a member of team.
- Possession of proven track record of being results-oriented, customer-focused with a hands-on approach.
- Proven ability to prioritize and execute tasks in high-pressure environment.
- Proven ability to manage and lead personnel in a team-oriented, collaborative environment.
- Ability to communicate ideas in both technical and user-friendly language
- Proven analytical and creative problem-solving abilities using good project management skills.
- Highly self-motivated and directed with keen attention to detail.
- Proven track record of strong customer service orientation also interfacing with and providing guidance to business leaders.
- Working knowledge and understanding of Native American culture.

PREFERRED QUALIFICATIONS

Preferred Education:

Master's degree.

Other Preferred Skills and Abilities:

Ability to speak Navajo, Hopi, or San Juan Southern Paiute.

ESSENTIAL FUNCTIONS

1. Assign and review the work of software systems analysts.
2. Review and approve all systems changes and programs prior to their implementation. Ensure proper change control methodology is employed.
3. Review systems project plans in order to plan and coordinate project activity.
4. Consult with users, management, vendors, and technicians to assess HMS software system upgrade and program patch needs.
5. Stay abreast of advances in HMS and alternatives.
6. Evaluate data processing systems proposals to assess project feasibility and requirements.
7. Recruit, hire, train and supervise software staff, and/or participate in staffing decisions.
8. Meet with department heads, managers, supervisors, vendors, and others, to solicit cooperation and resolve problems of TCRHCC Software Systems.
9. Develop and interpret Software Systems goals, policies, and procedures.
10. Participation in committees as software technology expertise.
11. Keep TCRHCC software technology updated with new versions and patches.
12. Prepare and review operational reports or project progress reports as required.
13. Other duties as assigned.

PROBLEM SOLVING

This position works with minimal supervision and is frequently required to use professional skills, discretion, and sensitivity in addressing personnel issues. Representative challenges encountered by this position include resolving highly sensitive and confidential issues with TCRHCC personnel. Incumbent is required to remain current on new and changing trends in IT and people motivational skills.

MENTAL AND PHYSICAL EFFORT

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Physical:

Must be able to sit at desk for long periods of time, write legibly and use a computer terminal. Must be willing to perform On-Call duties on a rotational basis. Must be able to hear and talk over the telephone and in person with others.

Mental:

Must be able to prioritize and use good judgment and analytical skills to make decisions that impact software operations, customer service, and patient care within the organization. Must be able to coordinate a variety of issues while being frequently interrupted and carry out all responsibilities related to this position.

IMPACT

This position has a major impact on the interface of the clinical and technical aspects of the facility. The facility relies on efficiency of IT programs in order to provide excellent clinical care and customer service.

NAVAJO/INDIAN PREFERENCE

TCRHCC is located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo/Indian Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation or another federally-recognized Indian tribe will be given preference in hiring and employment for this position.

APPLICATION DECLARATION

I have read the qualifications and requirements for the position of Information Services Applications Specialist. To the best of my knowledge, I believe I can perform these duties.

Employee Name (PRINT): _____

Employee Signature: _____ Date: _____